

# Human Resources Assistant position

## 14. MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

### 1. LE STAFF AND EFM RECRUITMENT AND SELECTION – 70%

Serves as primary Recruiter for the LE Staff and Eligible Family Member (EFM) hiring programs at U.S. Consulate Sao Paulo for Department of State (DOS) and all agencies that have delegated hiring authority to Post.

Using the *Mission Brazil Recruitment Policies and Procedures Management Instruction* and the Department of State's Office of Overseas Employment's Recruitment Policy as a guide, duties will include the following:

#### Vacancy Announcements

- Receives recruitment requests from hiring manager via eServices and submits to HR Brasilia for approval.
- Produces vacancy announcement using most recent classified position description (PD) and model vacancy announcements from HR/OE's website.
- Compiles lists of active vacancies and provides weekly update to supervisor and HRO.

#### Screening

- Monitors recruitment box regularly and screens applications received on an ongoing basis, compiles lists of active vacancies and lists of applicants for each position. Adheres to requirement to complete screening within defined timeline in the ICASS Service Standards.
- Determines if qualification appraisals/short listings should be done with Subject Matter Expert.
- Conducts qualification appraisals based on the required qualifications of the vacant position. Completes the screening process form for all qualified applicants and checks that required work permits, visas, certificates are attached to CVs and the DS-174 application, and documentation for veterans' preference or family member preference is attached.
- Identifies preference candidates and ensures that only qualified preference candidates are referred to the hiring official.
- Prepares transmittal documents for qualified candidates for HRO signature. Maintains electronic/paper files of all documentation on file based on prescribed schedule.
- Prepares list of qualified applicants for hiring managers.

#### Testing and Interviews

- Organizes meetings of the full/limited Post Employment Committee (PEC), as needed, to interview preference candidates. Prepares notification letters to successful/unsuccessful candidates.
- Directs skills testing of applicants for computer, language, driving or related skills. Works with hiring manager to develop specialized skills test such as knowledge of subject matter for specialist jobs.
- Arranges interviews by contacting candidates either by phone or email. Sits in on assigned interviews, serving as the HR advisor. Notifies supervisor and HRO of any irregularities during the interview and provides advice and recommendations in accordance to the Recruitment Policy.
- Drafts and sends timely standard messages to applicants advising the results of the recruitment process.

#### LE Staff positions

- Once a selection is made by the hiring office, incumbent completes the selection process by ensuring that the new hire meets all the necessary medical and security clearance requirements, receiving and reviewing all candidates' documents and preparing specific Regional Security Office (RSO) and medical documentation for clearances.

- Contacts local medical, occupational health contractor in order to request medical clearance for new hires.
- Prepares multi-grade promotion requests as applicable for approval by HR Officer and HR Brasilia.
- Coordinates all steps of the process, including preparation of all supporting hiring documents such as the Recruitment Worksheet, HR Action memo, coordinating with the HR Assistant who prepares Personnel Actions and the RSO for security clearance authorization, and ensures medical examination is completed and clearances issued. Ensures that all documents are prepared/signed no later than entry on duty date so there are no delays in payroll.
- Ensures successful candidate is notified for employment. As applicable, ensures non-selected/non-qualified/non-eligible applicants are notified regarding outcome of recruitment.
- Coordinates with supervisor and selected candidate the entry-on-duty date.

Family Member Appointment (FMA), Eligible Family Member (EFM), and Seasonal Hire positions:

- Drafts appointment letters based on applicants' qualifications and the vacant position's requirements.
- Processes personnel documentation for selected applicants including documentation for security clearance and authority to hire. Assists applicants with the completion of all necessary personnel forms.
- Processes requests for appointment authorization from Washington offices, including requests for highest previous rate, superior qualification rate, advanced in-hire rate, prior federal rate based on applicants' qualifications and vacant position requirements.
- Provides guidance to employees in FMA and other American-pay style positions on regulations, policies, and procedures regarding pay, benefits, evaluation, separation entitlements, etc.

Seasonal Hire Program Coordination

- Administers Post's Seasonal Hire Program. Duties include:
  - Collects requests and applications for seasonal hire positions.
  - Coordinates position duties, work schedules, compensation, and start/end dates with sections and seasonal hires.
  - Assists summer hires in the process of obtaining security clearances as needed.

## **2. Post Training Coordination: 15%**

Serves as Post's training coordinator. Using the *Mission Brazil Training Program Management Instruction* as a guide, coordinates all trainings for employees at Post including Digital Video Conferences with the Foreign Service Institute (FSI), training abroad, and training at Post.

- Assists employees and supervisors in seeking information on training opportunities and career development.
- Identifies subject matter experts within HR and the Consulate for courses identified and oversees development of relevant training materials as needed.
- Schedules facilitators, course attendees and conference rooms as needed.

Coordinates training abroad for LE Staff. Duties include:

- Provides information about the availability of specific courses, numbers of employees completing training, and how to prepare training requests.
- Screens training requests for discrepancies.
- Processes training requests and coordinates health insurance for training abroad if needed.
- Coordinates notification of employees approved for training.
- Verifies training was completed and documents training in personnel database.
- Ensures the Repayment Agreement is signed before staff depart for training.

Prepares reports as requested.

- Compiles periodic training reports and provides training history when requested.

## **3. Other HR Management Issues (15%)**

#### Onboarding/Orientation for LE Staff and American EFM Hires

- On first day of employment, assists new LE Staff, American EFMs, and Seasonal Hires with completion of all necessary personnel forms and provides orientation with regard to LE Staff Handbook, salary and benefits.
- For FMA Appointments, follows HR/OE's SOP on on-boarding FMA employees.
- Ensures that all new hire documents for new LE Staff and American EFMs are completely and properly filled out.
- Submits original LE Staff documents to HR Brasilia and keeps copies for HR Sao Paulo.

#### Outprocessing for LE Staff and American EFM Hires

##### LE Staff Terminations:

- Ensures that employee termination processes for LE Staff are timely and handled appropriately.
- Submits termination requests to HR Brasilia in a timely manner to allow enough time to receive the documents back for termination procedures. Makes copies for files, and sends appropriate termination documents to HR Brasilia.
- Updates LE Staff Labor cards (CTPS) records, to accurately register promotions, salary increases, and annual leave taken.

#### American EFM Resignations and Requests for In-No-Work-Status (INWS)

- Follows step-by-step instructions in HR/OE's SOP on out-processing FMA employees.
- Ensures all memorandums and forms for termination are thorough and complete.
- Ensures EFM employees receive copies of all documents in the file (SP-50s, EERs, etc.).

#### HR Section Communication

- Serves as a main point of contact for HR intranet website.
- Works closely with the Information Resource Management (IRM) section to ensure that all HR policies/procedures, HR forms and information about LE Staff personnel issues and U.S. Direct Hire personnel are updated on website.
- Drafts letters, memorandums, and cables on different subjects both in English and in Portuguese.

Backs up HR Assistant (310612 A54032) and Supervisory HR Assistant (310612 A54025) as needed.